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Approved For Release 2005/06/03 : CIA-RDP78-03568A000800050010-7

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AUG 3 1954

MEMORANDUM FOR: Special Assistant for Planning
and Coordination
Office of the Director

SUBJECT : Transfer of T/O and Ceiling Positions from
the DD/I Area to the Office of the Director

1. Enclosed herewith are two copies of the memorandum from the Management Staff dealing with the establishment of the Table of Organization for your Office, and two copies of my memorandum to the Assistant Director for Personnel approving the Table of Organization.

2. As you realize, prior to the establishment of a Table of Organization for a new unit, description of duties to be performed and the functions of the unit must be outlined to permit an intelligent estimate of the manpower required to accomplish the mission of the unit.

3. CIA Regulation [] requires that the statements of duties and responsibilities of all positions involved be forwarded to the Assistant Director for Personnel, and that a complete statement of functions, internal organizational charts, basic procedures, and data justifying the ratio of professional to clerical positions be submitted to the Chief, Management Staff.

4. I have approved the Table of Organization requested without requiring the prior documentation in the interest of establishing an administrative base for your operations. I would appreciate it if you would have your staff develop the required material at your early convenience.

15/
L. K. WHITE
Deputy Director
(Administration)

SA/DDA:RBS:hh (30 July 54)

O&I - Addressee

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AUG 8 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Transfer of T/O and Ceiling Positions from
the DD/I Area to the Office of the Director

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1. I have reviewed the attached request for the establishment of [] Table of Organization and ceiling positions for the Special Assistant for Planning and Coordination under the Office of the Director.

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2. You will note that this involves the transferring from the Deputy Director (Intelligence) of [] to the Office of the Director and [] to the Director's ceiling reserve.

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3. I am approving the Table of Organization without the usual preliminary studies in the interest of permitting this new Office to organize and carry out its responsibilities with a minimum of delay. I am asking Mr. Bissell, however, to furnish statements of functions, duties, and related data at the earliest opportunity.

[]

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L. K. WHITE
Deputy Director
(Administration)

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